



July 14, 2022

Position: Executive Director of the Long Term & Continuing Care Association of Manitoba

The Executive Director of the Long Term & Continuing Care Association of Manitoba is a dynamic and thoughtful individual; with the ability to advocate on behalf of the members and the seniors they serve, to all levels of government, the public domain, as well as the media, with poise, diplomacy and style.

The Executive Director of the Long Term & Continuing Care Association of Manitoba is responsible to promote and carry out the goals and objectives of the Association, consistent with the established By-laws, Mission, Vision, Values and its Strategic Plan. The Executive Director provides leadership and direction to the members, advocating for its members and the clients/residents they serve. The Executive Director acts as the chief spokesperson for the Association on a day-to-day basis in accordance with approved Board policy. The position is responsible directly to the LTCAM Board Executive Committee.

The Long Term & Continuing Care Association of Manitoba is a membership based not-for-profit organization that has been representing health care providers since 1959. We are incorporated under Companies Act of Manitoba and have recognized bylaws. Our volunteer member-elected Board of Directors provides the overall governance for the Association while full-time professional staff manages the daily administrative duties. Our membership of almost 150 represents more than 5,000 long term and continuing care residents and staff. We represent non-profit and private for-profit members: Personal Care Homes, Supportive Housing Residences, Assisted Living/Retirement (or independent living with services) Residences, spanning all five regional health authorities across Manitoba.

The purpose of The Long Term & Continuing Care Association of Manitoba is to engage members and partners in promoting continuing care living options and services that support the health and well-being of Manitoba's seniors. Our vision is to be a valued advisor and partner in promoting safe and person-centered care and living options for Manitoba's seniors.

Our association offers the only comprehensive navigation system for seniors' care and living options in Manitoba. To engage in the navigation section and to learn more about the association, go to www.roadtocare.ca

The successful candidate will preferably have experience working with Boards, Government, public, and seniors. Education should be commensurate to the position description.

Closing date August 31, 2022

Position Start date - approximately year end 2022

Please submit your resume and cover letter to the Long Term & Continuing Care Association of Manitoba, Suite 202 135 McGregor, Winnipeg, MB. or email to jlegeros@ltcam.mb.ca by August 31, 2022
Should you have questions regarding this position, please call 204-477-9888.

Full Position Description:

The Executive Director is responsible directly to the Long Term & Continuing Care (LTCAM) Board Executive Committee. The Executive Director is responsible to promote and carry out the goals and objectives of the Association consistent with the established Constitution, By-laws, and Strategic Plan. The Executive Director provides leadership and direction to the members. The Executive Director acts as the chief spokesperson for the Association on a day-to-day basis in accordance with approved Board policy.

Responsibilities:

1. Organizes and administers the business of the Association effectively and efficiently consistent with the mission, philosophy, policies and procedures and within an approved budget.
2. Participates with the Executive Committee in its processes to determine and maintain the Association's role and services on behalf of the membership by:
 - 2.1 informing the Board of current trends, issues and problems affecting the delivery of Long Term Care and services to facilitate policy formulation and planning;
 - 2.2 representing the Association as may be required from time to time;
 - 2.3 research and interpret Provincial Government and Manitoba Health proposed legislation, administrative policies and practices, affecting the delivery of Long Term Care Services; and
 - 2.4 recommending annual operating budget and fee structure to support the Association's requirements.
3. Recommends processes for cost effective and efficient use of membership's resources.
4. Participates in Association studies via committee to improve overall long term care delivery whilst maintaining cost effectiveness.
5. Promotes the Association through effective communication and public relations programs by:
 - 5.1 consulting with membership and follow-up on suggestions to improve services and encourage and promote involvement in the Association and its processes;
 - 5.2 participating with membership and community groups concerning health issues and services and the role of the Association;
 - 5.3 representing and advocating the Association's views and communicating to the membership, government, regulatory agencies, professional associations, other groups and associations, and the general public; and
 - 5.4 initiating and maintaining effective liaison with other health-related organizations and the community.
6. Participates as an ad hoc member in all Board Standing and other Committees and facilitates the recording, filing and distribution of minutes and agenda.

7. Provides the Secretariat and research support required for effective functioning of subcommittees.
8. Provides leadership and guidance in maintaining accepted health care Standards and practices and ensures that educational needs are met.
9. Provides assistance to members to resolve crises or other problem situations within the limit of the organization.
10. Establishes ongoing liaison and accessibility to membership by on-site facility visits and participation at regional planning meetings when requested.
11. Monitors the adequacy and quality of the Association's activities to ensure acceptable member services and representation, and in cooperation with the Executive Committee develops or fosters the development of appropriate positions, policies and programs.
12. Ensures the care and custody of all official documents and records of the Association.